Standards for Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the process used to determine if a student is making acceptable progress towards a degree or certificate. Federal and state regulations require that a student has met and continues to meet basic academic progress standards before they can receive financial aid. Students must be matriculated (enrolled in and working toward a specific degree or certification program) and make satisfactory academic progress to receive federal, state, and institutional financial aid. Students are encouraged to speak with the Financial Aid office and their academic advisor to ensure that requirements for aid are being met.

Federal Satisfactory Academic Progress (SAP) Policy
Federal regulations require that all students make Satisfactory Academic Progress (SAP) in a program of study to maintain eligibility for financial aid. SAP is reviewed each semester According to federal regulations, students who fail to make SAP towards their degree or certificate will lose their ability to receive federal student aid. Students will be notified via electronic mail sent to their NYSID email account of a warning, probation or suspension based on their academic progress and the process and timeline for submitting an appeal.

Federal Financial Aid Includes:
> Pell Grant;
> Supplemental Educational Opportunity Grant (SEOG)
> Federal Work Study (FWS)
> Subsidized Direct Loans
> Unsubsidized Direct Loan
> Direct Parent Loan for Undergraduate Students (PLUS).
> Direct Graduate PLUS for Graduate Students

There Are Three SAP Standards:
> GPA
> Pace
> Timeframe

GPA Standard Students must maintain a minimum GPA based on the number of credits attempted. The GPA for an undergraduate student is 2.0. For graduate students the minimum GPA is 3.0.

Pace Standard Pace is defined as the cumulative earned credits with passing grade divided by total cumulative attempted credits. Student must complete 70% of their attempted credits.
- All course withdrawals, incompletes, repeated courses, course audits, concurrent enrollment courses, and transfer credits applicable to a student's program, and all credits attempted by students who change their programs of study are counted as attempted credits, whether or not the student received financial aid at the time of the

course attempt.

- Developmental courses are excluded from the calculation of attempted credits. Students may receive federal financial aid for a maximum of 30 semester hours (one full academic year) of developmental coursework.
- All students must progress at a pace that allows the student to complete their program within the maximum allotted timeframe.
- We encourage students to be mindful of how many units they are attempting throughout their career. Students can work with their academic advisor to create plans to complete their courses at a steady, but manageable pace.

Timeframe Standard

Students have up to 150% of their program length to complete their degree before they become ineligible to receive financial aid (including federal Direct and PLUS loans). For example, A two year program requiring 60 credits must be completed with no more than 90 credits attempted for federal financial aid eligibility to continue throughout the course of study.

SAP Statuses

1. **Financial Aid Satisfactory Status** – student is meeting the three SAP standards

2. **Financial Aid Warning** – The first semester that a student does not meet one or more of the SAP standards, they will be placed on Financial Aid Warning. During this semester the student is still eligible for financial aid; however, they are one term away from losing their financial aid eligibility if they do not re-establish SAP standards during the Warning term.

3. **Suspension** – Students who are not meeting SAP standards at the end of the warning semester will be placed in Suspension status and are no longer eligible for financial aid. However, students may submit a SAP appeal to regain eligibility. If a student has extenuating circumstances that prevent them from making academic progress, eligibility might be regained if the student submits an SAP Appeal with supporting documentation. Types of supporting documentation include letters from advisors, professors, medical documentation, etc. Financial aid will review and consider appeals for extenuating circumstances such as a death in the family, a serious medical illness (personal or immediate family), accident, house fire, or other special circumstances.

4. **Appeal –** A SAP appeal could result in the placement into an Academic Plan status. If the student's academic history and demonstrated extenuating circumstances meet criteria for approval, but they are not expected to meet SAP standards by the end of the next term, the student is placed on Financial Aid Probation with an Academic Plan. An Academic Plan will be developed in conjunction with the student and their Advisor to allow them to meet the SAP standards while completing their degree requirements. Students are eligible to receive financial aid while in this status but must successfully follow their SAP Academic Plan. Students in this status will be monitored at the end of each semester. Students that meet SAP standards at the end of their Academic Plan term will be placed back into a Satisfactory status for the next semester and will be eligible to receive financial aid. Students that do not meet SAP standards at the end of their Academic Plan term will be placed back in the Financial Aid Suspension status and will not be eligible for financial aid.

Reestablishing of Financial Aid Eligibility

Besides the appeal process, a student can also regain financial aid eligibility by regaining a 2.0 GPA (C grade) or higher in each class without the benefit of financial aid. The credits can include retaking a class previously failed and retaking a class where the grade received was below a 2.0 (C grade) when the program requires a minimum of a C grade. Pace must also be met which means the student must still achieve the required 70% successful completion rate of progression.

Appeal Decision Each appeal will be reviewed by a committee consisting of a Financial Aid Counselor, Academic Advisor and Dean of Students. If the appeal is approved, the student will be placed on probation and will be eligible to receive financial aid for a period of one term and will be issued an academic plan by email. The academic plan will provide conditions the student is required to meet for that term.

1. If the student is not meeting SAP standards at the end of their probationary semester, but they are meeting the terms of their academic plan, their academic plan is rolled over to the next semester and the student will continue to be eligible for financial aid.

2. If the student is on probation and does not meet the SAP standards or the terms of their academic plan, they will be suspended from receiving financial aid in future semesters.

3. If an appeal is denied or suspended after probation, the student may request a second review by the committee if the student can provide new information and documentation that may have been omitted from the initial appeal. Decisions on second appeals are final. Third appeals are not accepted.

4. A student can regain financial aid eligibility by meeting the SAP standards or the conditions set forth in their academic plan.